

Steve Sisolak
Governor



Laura E. Freed
Director

JoVon Sotak
Interim Division Administrator

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: March 10, 2021

TIME: 1:15 p.m.

LOCATION: Teleconference

Per Governor Sisolak's issued [Declaration of Emergency Directive 006](#) and [Declaration of Emergency Directive 029](#) regarding open meetings during the COVID-19 pandemic. The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call in information. The public may also make comments via email to records@admin.nv.gov.

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999

Las Vegas: 702-486-5260

Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you upon request. If there are any questions concerning access to the meeting please contact Heather Hahn at 775-684-3411 or records@admin.nv.gov.

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

Agenda

1. Call to Order, Welcome, Roll Call

2. Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). The public may make comments via email to records@admin.nv.gov.

3. Review, correct, if necessary, and approve the minutes from the February 10, 2020 meeting. [Attachment A](#) (For possible action)

4. Proposed New RDAs for Agency Specific Records Retention Schedules for the Division of Welfare and Supportive Services, Eligibility and Payments. [Attachment B](#) (For possible action)

5. Proposed Modification RDAs for Agency Specific Records Retention Schedules for the Division of Welfare and Supportive Services, Eligibility and Payments and the Department of Public Safety, Parole and Probation Division. [Attachment C](#) (For possible action)

6. Proposed Deletion RDAs for Agency Specific Records Retention Schedules for the Division of Welfare and Supportive Services, Eligibility and Payments and the Department of Public Safety, Parole and Probation Division. [Attachment D](#) (For possible action)

7. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule. [Attachment E](#) (For possible action)

8. Technical Changes Policy Review. [Attachment F](#) (For Discussion and Possible Action)

9. 2021 Legislative Session Update. [Attachment G](#) (For Discussion)

10. Discuss Future Agenda Items. (For possible action)
Governor's Office

11. Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) The public may make comments via email to records@admin.nv.gov.

12. Confirm time of next meeting (For possible action)
Next meeting scheduled for April 14, 2021 at 1:15pm

13. Adjourn (For possible action)

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Heather Hahn in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email records@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting Records Management at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Heather Hahn at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 records@admin.nv.gov

Per Governor Sisolak's issued [Declaration of Emergency Directive 006](#) and [Declaration of Emergency Directive 029](#) regarding open meetings during the COVID-19 pandemic physical postings of the agenda have been suspended. This agenda has been posted at the following locations:

NSLAPR website: https://nsla.nv.gov/state_records_services

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration,

Attachment A
Meeting Minutes for Approval

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for February 10, 2021*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:16 pm. The meeting was held through teleconference per Governor Sisolak’s issued [Declaration of Emergency Directive 006](#) regarding open meetings during the COVID-19 pandemic.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present
Jerry Lindsay, Governors Appointee – Present
Harry B. Ward, for Aaron Ford, Nevada Attorney General – Present
JoVon Sotak, Interim Division Administrator, Nevada State Library, Archives and Public Records – Present
Maureen Martinez, for Laura Freed, Director for the Department of Administration – Present
Alisanne Maffei, for Alan Cummings, State Chief Information Officer, Enterprise Information Technology Services – Present

Staff:

Sara Martel, State Records Manager, Nevada State Library, Archives and Public Records – Present
Heather Hahn, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present
Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Guests Present:

Tammy Westergard, Previous Division Administrator, Nevada State Library, Archives and Public Records

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made by mail, email, or telephone leading up to or during the meeting.

3: Attachment A. Review and Approve the Minutes for November 11, 2020

Discussion and Vote:

For Attachment A, Tammy Westergard voted for the Nevada State Library, Archives and Public Records as she was the designee for the November 11, 2020 meeting. JoVon Sotak abstained from voting on Attachment A. The minutes were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

1. Nevada Indian Commission: Stewart Indian School Cultural Center & Museum

A. Title: *Collection Accession Records*

RDA: *2020004*

Description:

These records document the accessioning of archival documents, art, history, ethnographic geology, and archaeological materials into the Stewart Indian School Cultural Center and Museum’s collection. These records establish legal title, access rights, and other conditions related to the documents in the collection. The records may include but are not limited to: deed of gift documentation, temporary loan documentation, donor information, descriptive information related to the artifacts or items, internal catalog information, conservation records, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the accession of the archival documents, art, history, ethnographic, geology, and archaeological materials is completed.

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Recommended Disposition:

Permanent: Transfer to the Museum's Archive

NSLAPR staff recommendation:

The retention period meets administrative and archival values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Tourism & Cultural Affairs, Nevada Indian Commission, and the Stewart Indian School Cultural Center and Museum Director.

Justification for New RDA 2020004:

The Stewart Indian School Cultural Center and Museum is a newly created entity within the Department of Tourism, Nevada Indian Commission. Due to the nature of their records, they require a new applicable retention schedule. Staff recommends the creation of this new RDA to address their need. In addition, staff recommends a retention of "six (6) calendar years from the end of the calendar year in which the accession of the archival documents, art, history, ethnographic, geology, and archaeological materials is completed." which aligns with similar accession records maintained by the Division of Museums and History, as there is no legal reference related to accession records. The Recommended Disposition is requested by the Museum due to their administrative and historical need. According to the Museum Director:

"The Stewart Indian School Cultural Center & Museum director and curator follow professional best practices standards of the American Alliance of Museums. In order to comply with these professional standards for collections stewardship, the museum needs to retain all records relating to collections accession documents, records of exhibits, and research project documents. Professional collections stewardship requires that these records be retained on site in the museum archives in perpetuity as an authority file of the museum's operations long after current staff have left."

The State Archivist has reviewed the records series and supports the permanent retention of these records under the Museum's control.

B. Title: *Property Restoration and Conservation Records*

RDA: 2020005

Description:

These records document the restoration and conservation on Stewart Indian School campus structures. The records may include but are not limited to: property or structural renderings, architect and/or engineering reports, financial documentation, proposals, photos, maps, site status information, documentation related to artifacts, or items found during conversation/restoration, field notes, associated documentation, and related correspondence.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year in which the project was completed, rejected, withdrawn, or administratively stopped.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, and archival values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Tourism & Cultural Affairs, Nevada Indian Commission, and the Stewart Indian School Cultural Center and Museum Director.

Justification for New RDA 2020005:

The Stewart Indian School Cultural Center and Museum is a newly created entity within the Department of Tourism, Nevada Indian Commission. Due to the nature of their records, they require a new applicable retention schedule. Staff

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recommends the creation of this new RDA to address their need. In addition, staff recommends a retention of “five (5) calendar years from the end of the calendar year in which the project was completed, rejected, withdrawn, or administratively stopped.” as it is in line with the General Schedule 2002108 Budget: Capital Improvement Project Files. However, due to the historic nature of the structures on the Stewart campus, the State Archivist is requesting the records be transferred to the State Archives which would not allow the Museum to follow the General Schedule as the General Schedule requires a “Destroy Securely” disposition.

C. Title: *Exhibit Records*

RDA: *2020006*

Description:

These records document the creation of exhibits within the Cultural Center and Museum. The records may contain but are not limited to: exhibit proposals, inventory forms, exhibit renderings (drawings, diagrams, and photos), construction renderings (drawings, diagrams, and photos), other photographs, gallery text materials, publications, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the exhibit was concluded.

Recommended Disposition:

Permanent: Transfer to the Museum’s Archive

NSLAPR staff recommendation:

The retention period meets administrative and archival values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Tourism & Cultural Affairs, Nevada Indian Commission, and the Stewart Indian School Cultural Center and Museum Director.

Justification for New RDA 2020006:

The Stewart Indian School Cultural Center and Museum is a newly created entity within the Department of Tourism, Nevada Indian Commission. Due to the nature of their records, they require a new applicable retention schedule. Staff recommends the creation of this new RDA to address their need. In addition, staff recommends a retention of “three (3) calendar years from the end of the calendar year in which the exhibit was concluded” which aligns with the Division of Museums and History, as there is no legal reference related to exhibit records. The Recommended Disposition is requested by the Museum due to their administrative and historical need. According to the Museum Director:

“The Stewart Indian School Cultural Center & Museum director and curator follow professional best practices standards of the American Alliance of Museums. In order to comply with these professional standards for collections stewardship, the museum needs to retain all records relating to collections accession documents, records of exhibits, and research project documents. Professional collections stewardship requires that these records be retained on site in the museum archives in perpetuity as an authority file of the museum’s operations long after current staff have left.”

The State Archivist has reviewed the records series and supports the permanent retention of these records under the Museum’s control.

D. Title: *Research Project Records*

RDA: *2020007*

Description:

These records document research projects conducted by the Cultural Center and Museum related to the Stewart Indian School. The records may include but are not limited to: research/field notes, artifact, item, or document descriptions, photos, audio or video recordings, research results (report, paper, and presentation), associated documentation and related correspondence.

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Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the research was submitted to the Museum.

Recommended Disposition:

Permanent: Transfer to the Museum's Archive

NSLAPR staff recommendation:

The retention period meets administrative and archival values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Tourism & Cultural Affairs, Nevada Indian Commission, and the Stewart Indian School Cultural Center and Museum Director.

Justification for New RDA 2020007:

The Stewart Indian School Cultural Center and Museum is a newly created entity within the Department of Tourism, Nevada Indian Commission. Due to the nature of their records, they require a new applicable retention schedule. Staff recommends the creation of this new RDA to address their need. In addition, staff recommends a retention of "three (3) calendar years from the end of the calendar year in which the research was submitted to the Museum" in accordance with NRS 11.190 (d) regarding Statute of Limitations related to:

"an action for relief on the ground of fraud or mistake, but the cause of action in such a case shall be deemed to accrue upon the discovery by the aggrieved party of the facts constituting the fraud or mistake."

Additionally, a retention of three calendar years would provide the Cultural Center and Museum with a retention timeframe allowing for effective reporting to the Legislature. The Recommended Disposition is requested by the Museum due to their administrative and historical need. According to the Museum Director:

"The Stewart Indian School Cultural Center & Museum director and curator follow professional best practices standards of the American Alliance of Museums. In order to comply with these professional standards for collections stewardship, the museum needs to retain all records relating to collections accession documents, records of exhibits, and research project documents. Professional collections stewardship requires that these records be retained on site in the museum archives in perpetuity as an authority file of the museum's operations long after current staff have left."

The State Archivist has reviewed the records series and supports the permanent retention of these records under the Museum's control.

Discussion and Vote:

The proposals in Attachment B were approved as presented. The motion was made by Alisanne Maffei and the second was by JoVon Sotak. Harry Ward abstained from the vote on item 4 because he is Board Council for The Nevada Department of Tourism and Cultural Affairs as well as Board Council for the Nevada Indian Commission: Stewart Indian School Cultural Center & Museum; the remaining votes were unanimous for the members present.

5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

Discussion and Vote:

As there were no action items, there was no discussion or vote.

6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Discussion and Vote:

As there were no action items, there was no discussion or vote.

7: Review and Approve Staff Authorization to Make "Technical Changes" to Authorized Retentions

Discussion:

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The Committee discussed the proposal to give staff authorization to make “technical changes” to authorized retentions, as well as what the definition of “technical changes” would be. Heather Hahn suggested “technical changes” be defined as minor changes such as title changes, grammatical changes, and clerical changes that would provide consistency and would not change the intent, meaning, or retention period. JoVon Sotak suggested that instead of using “clerical changes” to use “edits for consistency, style, and grammar.” The Committee asked if and how it would be noted when staff makes changes. Heather Hahn stated that staff changes could be noted internally, as well as noted in the minutes or brought before the Committee as an informative item in the next agenda. Kim Perondi asked that item 7 be tabled until the next meeting, to allow staff to draft and provide a procedural document or informational document for proposed authorization of staff changes. Kim Perondi summarized that the definition should include making clerical or technical edits for the purpose of consistency, style, grammar, and spelling as well as not making substantive changes to the intent, content, or retention period.

8: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

A. Title: Administrative: Certificates of Destruction

RDA: 1995148

Description:

These records document the destruction of confidential records in accordance with NAC 239.722. The *records may include but are not limited to:* ~~file will consist of~~ certificates containing the name of the vendor, date the records were received, a general description of what the records were, a statement certifying that the vendor has destroyed the records in a secure manner and a signature from the vendor, *associated documentation, and related correspondence.* ~~Related correspondence may also be placed in the file.~~

Authorized Retention:

Retain for ~~a period of~~ three (3) calendar years from the date the certificate was issued.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 1995148:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

B. Title: Administrative: Complaint Files

RDA: 2004234

Description:

These records are used administratively to investigate general complaints received ~~over~~ *regarding* service related issues. *The records may include* ~~The files may contain,~~ but are not limited to: ~~L~~etter~~s~~ of complaint, ~~a~~Administrative determinations, ~~I~~Investigation reports with supportive materials, *associated documentation, and* ~~r~~Related correspondence.

Note: this record series does not include "fair hearing" or other formal procedures (usually established in law or regulation) used for resolution of complaints. These would appear on an agency specific records retention and disposition schedule.

Authorized Retention:

Retain for ~~a period of~~ three (3) calendar years from the date the action was resolved.

Recommended Disposition:

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Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2004234:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

C. Title: Administrative: Delegation of Authority Records

RDA: 1998165

Description:

These records are used to authorize, assign authority for, and verify approval of various governmental actions. The *records may include but are not limited to: file may contain:* lists or documents of individuals who have been delegated *the* authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc. *with applicable supportive documentation; as well as all supporting documentation required to establish such an authorization and verification process, associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year in which the authorization was withdrawn.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 1998165:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

D. Title: Administrative: Executive Reports

RDA: 2012047

Description:

This record series documents the routine and/or special request narrative and statistical reports and may be produced on an annual, semi-annual, biennial, or periodic basis. These reports can be required by law or regulation or produced at the direction of the legislature, by executive order, a court order, the Federal Government, or a regulatory agency.

Authorized Retention:

Unless otherwise found on an Agency Specific schedule, retain ~~these records~~ for ~~a period of~~ three (3) calendar years from submission of the report.

Recommended Disposition:

Permanent: Transfer to State Archives

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NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2012047:

Staff recommends the changes to the authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

E. Title: Administrative: HIPAA Compliance Records

RDA: 2012010

Description:

These records document compliance to the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). The ~~records files~~ may include; but are not limited to: ~~p~~Policies and procedures (45 CFR 164.316(b)(2)(i)) ; ~~d~~Disclosure and access training records (45 CFR 164.530(j)) ; ~~d~~Disclosure records including authorizations (45 CFR 164.508(b)(6) & 45 CFR 164.524(e)) ; ~~n~~Notice of ~~p~~Privacy ~~p~~Practices (45 CFR 164.520(e)), *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the date of receipt or creation of the record.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2012010:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

F. Title: Administrative: Insurance Policies

RDA: 2006138

Description:

These records document insurance purchased by those state agencies authorized to do so in accordance with NRS 334.060, including, but not limited to, property, casualty, liability, automobile, and worker's compensation (when purchased outside of the general state system). The record~~s~~ may include; but ~~are~~ *is* not limited to: ~~I~~nsurance policies including amendments, terminations, declarations, and summaries; ~~with s~~Supporting documentation; ~~associated documentation, and r~~elated ~~c~~Correspondence.

Note: most insurance policies for state agencies are found in the Risk Management Division. Fiscal files related to insurance policies and are scheduled separately from this RDA. Fiscal and accounting records relating to insurance policies are retained in accordance with RDA 2007016 "Accounting Records - Agency Copy."

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the termination of the policy.

Recommended Disposition:

Destroy Securely

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NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2006138:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

G. Title: Administrative: Quality Assurance Recordings

RDA: 2011017

Description:

These recordings (usually from the telephone) are used to monitor calls into the office for quality of service.

Authorized Retention:

Retain recordings used as evidence or those subpoenaed until all legal action has been resolved. Retain all other recordings for ~~a period of~~ thirty (30) days from the date of the recording.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2011017:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

H. Title: Administrative: Surveys

RDA: 2005105

Description:

These records document surveys created and/or conducted by an agency either on a regular, periodic, or special (one-time) manner to support the administrative functions of that agency, and may or may not result in a final report analyzing the survey data. The ~~records may include file may contain,~~ but are not limited to: ~~F~~ormal reports ~~s with~~ ~~supportive documentation plus direct support documents~~ such as photos, renderings, maps, charts, etc., ~~s~~urveys, ~~s~~taff reports, ~~s~~associated documentation, and ~~R~~elated correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the completion of the survey.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2005105:

Attachment A

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Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

I. Title: Budget: Budget Development Files

RDA: 2004021

Description:

These records document the budget prepared and submitted to the Budget Division by a state agency for inclusion in the "Executive Budget" that goes to the State Legislature. ~~These~~ *The records may include files may consist of* but are not limited to: " *a*Agency ~~R~~Requested (*p*Proposed) *b*Budgets" with supportive documentation, *m*Mission ~~s~~Statements, *s*reported values of *p*Performance ~~I~~ndicators, *associated documentation*, and related correspondence.

Authorized Retention:

For items entered into or otherwise found in NEBS (Nevada Executive Budget System), and for copies of the budget instructions, *s* retain for thirty (30) days after the end of the legislative session for which they were prepared. For items not in NEBS, retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the fiscal year in which the budget was submitted to the Budget Division.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2004021:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

J. Title: Budget: Capital Improvement Project Files

RDA: 2002108

Description:

These records document the development and justification for projects for the physical improvement (modification) or new construction of buildings, parks, structures, warehouses, communication *and* ~~&~~ utility facilities, and similar physical state owned or controlled facilities. The record *s* may include but *are* ~~is~~ not limited to: drawings, blueprints, renderings, etc., *architect and/or engineering reports*, *financial estimates, budgets, site proposals*, *contractors proposals*, *photos, maps, etc.*, *associated documentation*, and related correspondence.

NOTE: these are not the CIP files in the custody of the State Public Works Division.

Authorized Retention:

Retain for ~~a period of~~ five (5) calendar years from the end of the calendar year in which the project was completed, rejected, withdrawn, or administratively stopped.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

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Justification for Modification of RDA 2002108:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

K. Title: Budget: Cost Allocation Files (Administrators)

RDA: 2008023

Description:

These records are used to report cost allocations (including State Wide Cost Allocation, Attorney General, etc.) by program/division administrators. The records may include but ~~are is~~ not limited to: ~~Copy of~~ employee reports, ~~E~~Employee ~~F~~Time ~~C~~Computation reports (summary reports), ~~;~~ *associated documentation, and* ~~R~~Related correspondence, ~~Supporting documentation.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the date of the summary report.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2008023:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

L. Title: Environmental: Habitat Conservation Plan Records

RDA: 2013017

Description:

These records document the compliance with the Endangered Species Act (ESA) in relation to permits for scientific purposes, ~~;~~ enhancement of propagation or survival, or, ~~;~~ for incidental taking. Permits are required for all governmental agencies prior to any activity in a habitat declared protected by the ESA (See 50 CFR 17.22, 17.32 and 17.62). The records may include, ~~;~~ but are not limited to: ~~a~~Applications with supportive documentation, ~~;~~ ~~p~~Permits, ~~;~~ ~~h~~Habitat ~~c~~Conservation ~~p~~Plans, ~~;~~ ~~s~~Safe ~~h~~Harbor and other agreements, ~~;~~ *associated documentation, and* related correspondence, ~~;~~ ~~etc.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ ten (10) calendar years from the expiration or revocation of the permit.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2013017:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

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M. Title: Fiscal: Debt Files Paid Off

RDA: 2011035

Description:

These records document the payment of debts, including fines, fees, and penalties. The records may include, but ~~are is~~ not limited to: ~~Copy of~~ fine and penalty records; ~~Copy of~~ ~~h~~Hearing documentation; ~~F~~fiscal records; ~~d~~Demand letters; ~~Copy of~~ citations; *documentation, associated documentation, and* ~~R~~Related correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year in which the debt was paid off.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2011035:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

N. Title: Fiscal: Debt Files, Uncollectible (Written Off)

RDA: 2006143

Description:

These records documents the agency copy of financial records relating to bad debts in accordance with NRS 353C.220 and other state ~~l~~aw. The records may *include consist of*, but ~~are is~~ not limited to: ~~I~~nvoices; ~~b~~illing statements; ~~R~~eturned (uncashed) checks; ~~p~~ayment statements; ~~s~~tatements from collection agencies; ~~Copies of~~ State Controller's records *documentation*; ~~R~~equests to remove debt as uncollectible; *associated documentation, and* ~~R~~Related correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the fiscal year in which the removal of the debt was approved by the State Board of Examiners or as otherwise approved in state law.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2006143:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

O. Title: Fiscal: Unclaimed Property Files

RDA: 2009027

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Description:

These records document ~~the~~ abandoned accounts and property in accordance with NRS Chapter 120A. The records may ~~include contain~~, but ~~are is~~ not limited to: ~~F~~inancial documentation, ~~R~~eports of unclaimed property ~~with~~, ~~S~~upportive documentation, ~~associated documentation~~, and ~~R~~elated correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ seven (7) calendar years from the end of the calendar year in which the report was filed with the State Treasurer.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2009027:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

P. Title: Grants: Applications Not Funded - Granting Agency Records

RDA: 2005124

Description:

These records document ~~grant~~ applications ~~for a grant~~ that ~~was were~~ denied and not funded when the state agency receiving the application is the granting (or sub-granting) agency. The ~~records files~~ may ~~include consist of~~ but are not limited to: ~~a~~Application materials ~~with supportive documentation~~, ~~g~~Grant narratives, ~~t~~ransmittal letters, ~~s~~Staff reports, ~~d~~Denial letters, appeal documentation, ~~associated documentation~~, and ~~R~~elated correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the date the application was denied or final action was taken (such as an appeal), whichever is later.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2005124:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

Q. Title: Grants: Federal Grant - Real Property & Equipment Records

RDA: 2005127

Description:

These records ~~are used to~~ document real property and equipment purchased with funds from federal grants subject to the "Common Rule for Grants Management." Some federal granting agencies make exceptions to this "Common Rule," please see <http://www.whitehouse.gov/omb/grants/chart.html>. The ~~records files~~ may include, but are not limited to: ~~Copy of~~ grant application documents ~~with supportive documentation~~, ~~R~~Real property documentation including maps,

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plots, ~~and~~ title records, ~~etc.~~; ~~c~~Equipment records including purchase documentation, user manuals, ~~and~~ property ID documentation, ~~etc.~~; ~~f~~ax documentation including assessment records, IRS tax documents, ~~and~~ state and local government tax documentation, ~~etc.~~; ~~d~~Disposition records including sales, transfers, or discarding records, ~~;~~ *associated documentation, and* ~~r~~Related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the date of the disposition, replacement, or transfer of the property or equipment. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the “agency specific records retention and disposition schedule” for your agency.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2005127:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

R. Title: Grants: Federal Grants - Appeals and Compliance Reviews

RDA: 2005129

Description:

These records ~~are used to~~ document the appeals made to the federal regulatory agency concerning actions against state plans and the compliance reviews that occur during the life of the state plan. The ~~records files~~ may include, but ~~are is~~ not limited to: ~~c~~Complaints, ~~;~~ ~~i~~nvestigation reports, ~~;~~ ~~d~~ocumentation of informal meetings to resolve differences, ~~;~~ ~~h~~earing and ~~a~~ppeal documentation, ~~;~~ ~~p~~lans for ~~of~~ corrective action, ~~;~~ ~~c~~ompliance reviews, ~~;~~ ~~d~~ocumentation of debarment and/or suspension, ~~;~~ *associated documentation, and* ~~r~~Related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) federal fiscal years from the date of final action. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the “agency specific records retention and disposition schedule” for your agency.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, archival, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2005129:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

S. Title: Grants: Federal Grants - State Plan

RDA: 2005128

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Description:

These records ~~are used to~~ document state plans required by various laws and regulations. The ~~records files~~ may include; but are not limited to: ~~p~~Plan narratives including amendments; ~~i~~Identification of the sole state agency; ~~s~~Statewide program objectives; ~~r~~Resource allocation plans; ~~s~~State assurances; ~~a~~Area plans; ~~s~~State and federal certifications; ~~f~~Funding formulas; ~~e~~Evaluations; *associated documentation, and* ~~r~~Related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) federal fiscal years from the date the plan was accepted or superseded. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for your agency.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, archival, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2005128:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

T. Title: Grants: Private Grants

RDA: 2005130

Description:

These records document the management of grants received from private sources. The ~~records files~~ may include; but are not limited to: ~~g~~Grant application documents; ~~f~~Financial reports with supportive documentation; ~~a~~Audit records with supportive documentation; *associated documentation, and* ~~r~~Related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the date of the annual or final financial status report. When the granting entity requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for your agency.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2005130:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

U. Title: IT: Hardware Documentation

RDA: 2008022

Description:

These records document the purchase of hardware. The record ~~s~~ may include but ~~are is~~ not limited to: ~~Copy of the~~ ~~p~~Purchase ~~o~~Order *documentation with supportive materials;* ~~w~~Warranty documentation; *associated documentation, and* ~~r~~Related correspondence; ~~Supporting documentation.~~

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Authorized Retention:

Retain for ~~a period of~~ five (5) calendar years from the purchase date.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2008022:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

V. Title: IT: Security Logs

RDA: 2011002

Description:

These records ~~are logs~~ documenting access to IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may ~~include contain~~, but are not limited to: ~~Security and access control logs;~~ ~~Firewall traffic logs;~~ ~~Similar logs.~~ *other applicable logs, associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) months from the date of the log.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2011002:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

Discussion and Vote:

Kim Perondi asked if staff had received any responses from State Agencies concerning these changes to the General Schedule. Heather Hahn informed The Committee that staff received nine responses for a 12% response rate. Eight responses had no changes to suggest. The Nevada Governor's Finance Office responded with a suggestion concerning item V, IT: Security Logs, to retain these logs for one year instead of the current timeframe of three months, however, The Nevada Governor's Finance Office did not give any further information, legal citation, or justification for this change. The Nevada Governor's Finance Office is concerned that three months would not have sufficient retention for the purposes of an audit. Kim Perondi asked that item V be tabled until staff can research and review why the three month retention was put in place. JoVon Sotak asked that items P, Q, R, S, and T be tabled until the Nevada Grant Office can review these schedules.

The proposals in Attachment E were approved as presented with the exception of items P, Q, R, S, T, and V as these six items were tabled. The motion was made by Harry Ward and the second was by Jerry Lindsay. The vote was unanimous for the members present.

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9: Discuss future agenda items

Discussion:

The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: the Division of Welfare and Supportive Services, Eligibility and Payments and the Department of Public Safety, Parole and Probation Division. Also included in the next agenda would be tabled items from Attachment E: items P, Q, R, S, T, and V as well as staff review of current legislative bills that have been identified with possible record retention changes.

10: Public Comment

There was no public comment made by mail, email, or telephone leading up to or during the meeting.

11: Determine time of next meeting

The next meeting will be held March 10, 2021 at 1:15 pm through teleconference per Governor Sisolak's issued Declaration of Emergency Directive 006 regarding open meetings during the COVID-19 pandemic.

12: Adjourn

The meeting was adjourned at 1:53 pm by the Chair, Kim Perondi.

Attachment B

Proposed New RDAs for Agency Specific Records Retention Schedules

1. Division of Welfare and Supportive Services, Eligibility and Payments

E. Title: *State Plan Reports*

RDA: 2020008

Description:

These records document reports created in accordance with 42 U.S. Code § 1396a - State plans for medical assistance. The records may include but are not limited to: general eligibility and payments statistical information, Supplemental Nutrition Assistance Program (SNAP formerly Food Stamps) statistical documentation, Temporary Aid to Needy Families (TANF) statistical documentation, Medical Assistance for the Aged, Blind, and Disabled (MAABD) statistical documentation, Child Care statistical documentation, Child Support statistical documentation, Medicaid statistical documentation, Employment and Training statistical documentation, Energy Assistance Program (EAP) statistical documentation, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) federal fiscal years from the end of the fiscal year in which the State Plan report was submitted.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for New RDA 2020008:

According to the agency, the records series 2006195, 2006196, 2003179, 2006190, 2006160, 2006161, 2003199, 2006191, 2006192, 2003182, 2006180, 2006193, 2006194, 2003186, and 2003187 are reports generated to support the development of the State Plan submitted to the federal government as part of their legal requirements as public medical assistance providers (42 U.S. Code § 1396a). The reporting requirements in 42 U.S. Code § 1396a occur on an annual basis. However, staff recommends an authorized retention of "three (3) federal fiscal years from the end of the fiscal year in which the State Plan report was submitted" in order to ensure effective legislative reporting at the State level as well and the federal level. The State Archivist has reviewed this records series and retention schedule and agrees with the proposed changes. The agency has reviewed this records series and the retention schedule and agrees with the proposed changes.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Division of Welfare and Supportive Services, Eligibility and Payments

A. Title: Welfare Eligibility Certificates and Warrants: Audits

RDA: 2008039

Description:

These records document the internal audit of the Division's participation in the New Employee of Nevada (NEON) program. The records may include but are more limited to: audit documentation with supportive documentation, eligibility certification and/or warrant documentation, associated documentation, and related correspondence. ~~These records document the in-house audit of voided or cancelled eligibility certificates and warrants. The records may contain but are not limited to: Audit workpaper,; List of certificates and warrant,; Related correspondence; Similar documentation.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) federal fiscal years from the fiscal year *in which the audit was completed* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Modification of RDA 2008039:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "to which they pertain" replacing it with "in which the audit is completed" to make a more consistent and defined trigger event.

2. Department of Public Safety, Parole and Probation Division

A. Title: Case Files

RDA: 2003008

Description:

~~These are working files on Parolees and Probationers.~~ *These files document the supervision of offenders while on parole or probation with the Division.* The files may contain, but are not limited to: applications for parole or probation,; pre-sentence reports,; sentence data sheets,; disposition data sheets,; discharge documentation,; notes from parole officer~~s~~,; contact logs,; progress reports,; restitution agreements and schedules,; probation violation agreements,; *master field sheets, and related associated* documentation.

Authorized Retention:

Retain for ~~one hundred (100)~~ *forty (40)* calendar years from the end of the calendar year in which the case was closed.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, Parole and Probation Division.

Justification for Modification of RDA 2003008:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely.

According to available historical information from the agency and NSLAPR staff, there is no statutory regulation related to the retention timeframe of offender case files. During the last review of this records series in 2016 stated

“The retention was modified from notification of death or 100 years from the birth date to close of file to allow all records in a calendar year to be destroyed at the same time instead of having to remove and splice microfilm.”

The agency conducted internal research into case file retention, finding that “after reviewing this information, that the Division move to a 50-year retention schedule or death which ever may come first.” The retention timeframe was evaluated further by Division command staff. It was determined that a 40-year retention was more applicable based on the agency’s re-offender age statistics, which considers the average and outlying re-offence ages. In addition, NRS 213.1092 – 10988 gives the agency further determining authority over their records. Staff recommends the deletion of “one hundred (100)”, replacing it with “forty (40)” to ensure the agency is retaining their records according to their administrative need.

B. Title: Case Files: Sealed Records

RDA: 2000058

Description:

These records document the sealing of offender case files. In addition to case file documentation as described in RDA 2003008: Case Files, the files may contain but are not limited to: court orders sealing the records, authorized access logs, and associated documentation.

~~This record series documents the sealing of records. The files may include, but are not limited to: Court order sealing the records; Access log (detailing the authorized inspection of the file); Other records as described in Case Files RDA# 2003008.~~

Authorized Retention:

Retain for forty (40) calendar years from the end of the calendar year in which the original (unsealed under RDA 2003008) case file is closed.

~~Retain the records for as long as the regular (unsealed) Case Files (See RDA# 2003008).~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, Parole and Probation Division.

Justification for Modification of RDA 2000058:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more accurately and concisely. In addition, staff recommends the deletion of “Retain the records for as long as the regular (unsealed) Case Files (See RDA# 2003008)”, replacing it with “Retain for forty (40) calendar years from the end of the calendar year in which the

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Proposed Modification RDAs for Agency Specific Records Retention Schedules

original (unsealed) case file is closed” to create a more accurate trigger event that illustrates this records series dependence on record series 2003008.

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Division of Welfare and Supportive Services, Eligibility and Payments

A. Title: ~~Computer Reports for Eligibility and Payments: Regularly Scheduled~~ RDA: 2006195

Description:

~~This record series contains reports printed either on a regular basis or upon request and used to administer the Eligibility and Payments Program. These reports include various printouts from the OASIS computer system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state agencies.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006195:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

B. Title: ~~Computer Reports for Eligibility and Payments: Statistical~~ RDA: 2006196

Description:

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Eligibility and Payments Program. The reports include various computer system printouts.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Justification for Deletion of RDA 2006196:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

C. Title: ~~Computer Reports for Eligibility and Payments: Temporary~~

RDA: ~~2003179~~

Description:

~~This record series contains reports printed either on a regular basis or upon request and are used to prepare other reports, complete a task or correct the database in the administration of the Eligibility and Payments Program. These reports may include printouts from various computer systems.~~

Authorized Retention:

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2003179:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

D. Title: ~~Eligibility and Payments Management Reviews of District Offices~~

RDA: ~~2006190~~

Description:

~~This record series consists of the reviews of district offices performed by the Eligibility and Payments Program Review jackets may contain copies of material from the files of selected cases and include reviewer worksheets. The purpose of the review is to monitor the function of the district offices concerning the following programs: Child Care, Child Support, TANF, Food Stamps, Medicaid, EAP and Employment & Training.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final report was submitted. date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006190:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

E. Title: ~~Food Stamps Computer Reports: Regularly Scheduled~~

RDA: ~~2006160~~

Description:

~~This record series contains standard (non-statistical and non-temporary) reports generated on a regular basis and used to administer the Food Stamp Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006160:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

F. Title: ~~Food Stamps Computer Reports: Statistical~~

RDA: ~~2006164~~

Description:

~~This record series contains statistical reports generated on a regular basis and used to administer and monitor the Food Stamps Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006161:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

G. Title: ~~Food Stamps Computer Reports: Temporary~~

RDA: ~~2003199~~

Description:

~~This record series contains reports generated on a regular basis or upon request (as needed) and are used to prepare other reports, complete an administrative task or to correct the database in the administration of the Food Stamps Program. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.~~

Authorized Retention:

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2003199:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

H. Title: ~~MAABD Program Reports: Regularly Scheduled~~

RDA: ~~2006191~~

Description:

~~This record series contains reports printed either on a regular basis or upon request and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. The files include regularly scheduled reports from OASIS, NOMADS, agency Legacy systems, the Federal Government (Social Security Administration, IRS, etc.) and various other state agencies.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006191:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

I. Title: ~~MAABD Program Reports: Statistical~~**RDA:** ~~2006192~~**Description:**

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system reports.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006192:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

J. Title: ~~MAABD Program Reports: Temporary~~**RDA:** ~~2003182~~**Description:**

~~This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system reports.~~

Authorized Retention:

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

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Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2003182:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

K. Title: ~~TANF Data Reporting: Disaggregated Data~~

RDA: 2006180

Description:

~~This record series documents the reporting requirements for the TANF (Temporary Assistance to Needy Families) Program as found in 45 CFR Part 265. The information is found both in paper and computer on-line formats. The files may include: [a] Computer reports from the OASIS, NOMADS and/or Legacy systems; [b] on-line data with security backup copies; [c] copies of federal reports (produced by TANF), including: Annual TANF Report (45 CFR 265.9), Quarterly TANF Reports (45 CFR 265.3 and 265.9), TANF Financial Reports (45 CFR 265.3 and 45 CFR 92.41) and SSP-MOE (Self Sufficiency Program Maintenance of Effort) Data Report (45 CFR 265.3); and [d] paper files including internal data collection forms, correspondence, internal reports, notes, Federal transmission reports, Federal edit reports and similar documents.~~

Authorized Retention:

~~For records described in sections [a], [b] and [c]: purge the paper files and computer data after a retention of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report. Records described in section [d] may be purged from the file when the report has been completed and sent to the Federal government.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006180:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

L. Title: ~~TANF Program Reports: Regularly Scheduled~~

RDA: 2006193

Description:

~~This record series contains reports printed either on a regular basis or upon request and used to administer the TANF [Temporary Aid for Needy Families] program. These reports include regularly scheduled computer printouts from the OASIS, NOMADS, and agency Legacy computer systems.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006193:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

M. Title: ~~TANF Program Reports: Statistical~~

RDA: 2006194

Description:

~~This record series contains statistical reports printed either on a regular basis or upon request and used to administer the TANF [Temporary Aid For Needy Families] program. The reports include statistical computer printouts from the OASIS, NOMADS and agency Legacy systems.~~

Authorized Retention:

~~Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2006194:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

N. Title: ~~TANF Program Reports: Temporary~~

RDA: ~~2003186~~

Description:

~~This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the TANF [Temporary Aid For Needy Families] program. These reports include various printouts from the OASIS, NOMADS and agency Legacy systems.~~

Authorized Retention:

~~Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2003186:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

O. Title: ~~Welfare Eligibility Certificates and Warrants: Voided or Cancelled~~

RDA: ~~2003187~~

Description:

~~This record series consists of documents that are voided or cancelled due to mistakes or as alignment for a computer run as printed by the Controller's Office. Eligibility Certificates contain recipient's name, address and personal data (in code), and indicates month of eligibility. Warrants are used to show eligibility and grant awards.~~

Authorized Retention:

~~Destroy the certificates and/or warrants in a secure manner after completion of a successful in-house audit.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Division of Welfare and Supportive Services, Eligibility and Payments.

Justification for Deletion of RDA 2003187:

These records are supportive documentation for RDA 2020008 State Plan Reports of this retention schedule. Staff recommends the deletion of this records series as supportive documentation is included in RDA 2020008.

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

2. Department of Public Safety, Parole and Probation Division

A. Title: ~~Action Reminder Report and Client Alpha Report~~

RDA: ~~1992275~~

Description:

~~This record series contains information for Parole and Probation officers on the offenders assigned to them. The report reminds the officers of actions -- ongoing, past due and scheduled for the future -- which need to be done. The report is a computer generated legal sized record listing the district, unit involved, case officer, offenders name, file #, notation space for reassessment data (date, risk, needs, level, O/R), action (reassess, discharge, init R&N, etc.), due date and comments. The report also includes a short list describing the offender, social security #, case #, convicted offense, risk level, fees, supervision level (max, med, min, etc.), and special conditions of incarceration called the Client Alpha Report.~~

Authorized Retention:

~~Retain until superseded by a newer report.~~

Recommended Disposition:

~~Destroy Securely~~

NSLAPR staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, Parole and Probation Division.

Justification for Deletion of RDA 1992275:

According to the agency the majority of the report components of this records series are no longer created. In addition, those components that are still created and utilized have been included in the additions made to RDA 2003008: Case Files. Specifically, the inclusion of the Field Sheet and the corresponding statistical data. Staff recommends the deletion of this RDA.

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

1. Update from the February 10, 2021 Meeting

W. Title: IT: Security Logs

RDA: 2011002

Description:

These records ~~are logs~~ documenting access to IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may ~~include contain~~, but are not limited to: ~~sS~~Security and access control logs, ~~Firewall traffic logs~~, ~~Similar logs~~, *other applicable logs, associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) months from the date of the log.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Agency review:

The appraisal is supported by State agency Records Officers.

Justification for Modification of RDA 2011002:

Staff recommends the changes to the description and authorized retention to bring the records series in line with current schedule verbiage parameters to ensure a more concise and accurate retention.

This records series was first reviewed by the Committee on February 10, 2021 as item V of Attachment E. The records series was tabled in order for staff to get more information about a possible extension to the authorized retention. Staff contacted Robert W. Dehnhardt, the State Chief Information Security Officer. According to Chief Dehnhardt:

“As the appraisal note indicates, this is not an easy problem to solve. Retention of these logs is vital to determining root cause and scope of some longer-term security incidents, but storage, management and usability of these records needs to be addressed. The NASA SETI project collected massive amounts of information from scans of the sky, only to discover that they had no way to process or analyze the data; security logs can present a similar problem, albeit on a smaller scale...

However, making this requirement without having a means for storage, search or analysis is simply introducing the SETI problem to our environment. It creates an unfunded mandate for storage space, places administrative and compliance burdens on agency staff that aren't equipped for a manual review (which would have limited effectiveness since comparisons of logs over time would be all but impossible), and in the end would not improve the security of the systems. Without a Security Information and Event Management (SIEM) system that's designed for security log management, analysis and event correlation, longer retention of the logs simply becomes another problem.

I did submit a budget request for a statewide SIEM, but due to the economic climate we're in, it didn't make the cut. Until we can get a platform in place that will allow us to make meaningful use of the logs, I think our best course of action is to stick with the three month retention in order to keep the logs manageable with the systems we currently have.”

Attachment E
Proposed New, Modification, and Deletion of RDAs for General Records
Retention Schedule

Staff has reached out to the Grants Office for review of the tabled RDAs from the February 10, 2021 meeting:

Title: Grants: Applications Not Funded - Granting Agency Records	RDA: 2005124
Title: Grants: Federal Grant - Real Property & Equipment Records	RDA: 2005127
Title: Grants: Federal Grants - Appeals and Compliance Reviews	RDA: 2005129
Title: Grants: Federal Grants - State Plan	RDA: 2005128
Title: Grants: Private Grants	RDA: 2005130

Staff is awaiting response and feedback.

Attachment F

Technical Changes Policy Review

Nevada State Library, Archives and Public Records ~ Records Management

Record Series Technical Changes	Document No. TBD
	Date: In Edits
	Revision 1
	No. of Pages: 2

1.0 Purpose:

The purpose of this procedure is to define what a “technical” change to a records series is and the steps in which NSLAPR staff will take to address such changes.

2.0 Person(s) Affected:

All Records Management staff
All State Records Committee members or their designees

3.0 Definitions:

Technical Change: is verbiage changes to a records series in an effort to develop consistent language style, grammar, spelling. Technical changes do not change the intent, records content, or retention and disposition timeframes of the records series. Technical changes do not include the addition of the verbiage “associated documentation and related correspondence” as this has the potential to alter the records content.

Examples:

Language Style:

Title: Administrative: HIPAA Compliance Records

RDA: 2012010

Description:

These records document compliance to the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). The **records files** may include, but are not limited to: **pP**olicies and procedures (45 CFR 164.316(b)(2)(i)) ; **dD**isclosure and access training records (45 CFR 164.530(j)) ; **dD**isclosure records including authorizations (45 CFR 164.508(b)(6) & 45 CFR 164.524(e)) ; **nN**otice of **pP**rivacy **pP**ractices (45 CFR 164.520(e))...

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the date of receipt or creation of the record.

Spelling:

Authorized Retention:

Retain *continuing education* (CE) documentation until after a not**af**ion has been made on the renewal application form and then dispose of them.

Grammar:

Description:

The record**s** may include but **are is** not limited to:

Attachment F

Technical Changes Policy Review

4.0 Exceptions:

If and when an exception to this policy needs to be made, the following notation will indicate the deviation within the policy or procedure:

Exception: Explanation of the exception.

5.0 Procedure:

5.1 Technical Changes to Agency Specific Retention Schedules

5.1.1 When technical changes only are made to an agency specific schedule, staff will submit those changes to the agency for approval.

5.1.2 Once the agency has approved the technical changes, staff will update the agency's retention schedule accordingly and publish the revised schedule on the NSLAPR website.

5.1.3 Staff will inform the State Records Committee at the next available meeting of technical changes to an agency specific schedule, including the agency's approval of the technical changes.

5.2 Technical Changes to the General Retention Schedule

5.2.1 When technical changes are made to the General Retention Schedule, staff will inform all designated records officers of the change. Records Officers will have 30 days to return their feedback.

5.2.2 Once the 30-day deadline has passed, staff will update the General Retention Schedule accordingly and publish the revised schedule on the NSLAPR website.

Exception: If the Record Officer's feedback related to the proposed technical changes rises to a level above the provided definition of technical changes, staff will place the records series of the next available State Records Committee agenda for consideration.

5.2.3 Staff will inform the State Records Committee at the next available meeting of technical changes to the General Retention Schedule, including the Record Officer's approval of the technical changes.

6.0 Revision History:

Revision 1: In Edits

7.0 References:

March 13, 2013 State Records Committee Minutes – initiating vote by the State Records Committee to address technical changes.

8.0 Appendices: None

Attachment G 2021 Legislative Session Update

State Records Committee – 81st Legislative Session Tracking Report

Staff is currently tracking 83 bills for potential records related affects or changes to both State and Local Government agencies. The following are those bills that have been identified by staff as potentially effecting State records.

Assembly Bills	
AB4	<p>Description: Revises provisions relating to the Nevada Insurance Guaranty Association. (BDR 57-314)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: financial information requests from insured and claimants, does it create a new record as evidence of business? Pg. 13 "establish procedure for keeping records of all financial transactions (line 37).</p>
AB9	<p>Description: Revises provisions governing the disclosure of certain confidential information by the Department of Taxation. (BDR 32-270)</p> <p>Sponsor: Committee on Revenue</p> <p>Staff Note: non-disclosure of tax records, report with a list of businesses to be sent to business and industry on an annual basis.</p>
AB11	<p>Description: Revises provisions relating to actions for small claims. (BDR 6-388)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: supreme court records fee schedule.</p>
AB13	<p>Description: Revises requirements related to certain financial reporting by the State Controller. (BDR 18-353)</p> <p>Sponsor: Committee on Government Affairs</p> <p>Staff Note: changes state financial reporting, may change what is included in the record.</p>
AB20	<p>Description: Revises provisions relating to transferable tax credits for film and other productions. (BDR 32-267)</p> <p>Sponsor: Committee on Revenue</p> <p>Staff Note: applicant to supply tax related records.</p>
AB22	<p>Description: Requires the establishment and maintenance of a transition assistance program for veterans and servicemen and servicewomen. (BDR 37-283)</p> <p>Sponsor: Committee on Government Affairs</p> <p>Staff Note: creates a new program w/I Veterans Services, may create a new record series.</p>
AB31	<p>Description: Revises provisions governing the Nevada Petroleum Products Inspection Act. (BDR 51-276)</p>

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	<p>Sponsor: Committee on Natural Resources</p> <p>Staff Note: possible changes to the "confirmation of disposition" report.</p>
AB36	<p>Description: Revises provisions relating to competency hearings for certain criminal defendants. (BDR 14-294)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: will this effect a report sent to the AG's office or to the courts? RDA#?</p>
AB39	<p>Description: Revises provisions relating to public records. (BDR 19-333)</p> <p>Sponsor: Committee on Government Affairs</p> <p>Staff Note: NRS 239.005 discusses pre-decisional records.</p>
AB42	<p>Description: Makes various changes relating to criminal law and criminal procedure. (BDR 14-371)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: may affect the retention of "sound recording" for law enforcement purposes.</p>
AB43	<p>Description: Revises provisions governing judicial discipline. (BDR 1-393)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: possible new reporting but could be covered by open meeting law retention.</p>
AB45	<p>Description: Revises provisions relating to insurance. (BDR 57-316)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: record of change of address for licensee. Possibly affecting a licensee's status.</p>
AB50	<p>Description: Revises provisions governing the issuance of cease and desist orders for unlicensed activity by the State Contractors' Board. (BDR 54-323)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: possible changes to reporting requirements.</p>
AB54	<p>Description: Creates the Advisory Committee on Traffic Safety within the Department of Transportation. (BDR 35-350)</p> <p>Sponsor: Committee on Growth and Infrastructure</p> <p>Staff Note: creates a new NDOT committee-possibly new records.</p>
AB58	<p>Description: Makes changes relating to the authority and duties of the Attorney General. (BDR 3-417)</p> <p>Sponsor: Committee on Judiciary</p>

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	Staff Note: the AG may subpoena records, not a public record under section of bill.
AB61	<p>Description: Revises provisions relating to trade practices. (BDR 52-424)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: new AG access to records.</p>
AB65	<p>Description: Revises provisions relating to ethics in government. (BDR 23-257)</p> <p>Sponsor: Committee on Legislative Operations and Elections</p> <p>Staff Note: not public records for release (Archives?) Committee can also subpoena records.</p>
AB71	<p>Description: Revises provisions relating to certain information maintained by the Division of Natural Heritage of the State Department of Conservation and Natural Resources. (BDR 18-313)</p> <p>Sponsor: Committee on Natural Resources</p> <p>Staff Note: not public records for release (Archives?).</p>
AB74	<p>Description: Revises provisions relating to pesticides. (BDR 51-265)</p> <p>Sponsor: Committee on Natural Resources</p> <p>Staff Note: fed records Citation: 7 U.S.C. § 136i; 40 C.F.R. § 171.303.</p>
AB82	<p>Description: Requires that instruction in the founding principles of American government be specifically included in public schools. (BDR 34-206)</p> <p>Sponsor: Wheeler</p> <p>Staff Note: new report requirement.</p>
AB88	<p>Description: Makes various changes relating to governmental entities. (BDR 34-147)</p> <p>Sponsor: Watts, Nguyen, González, Peters, Torres, Anderson and Flores</p> <p>Staff Note: report annually on any recommendation to change the name of a geographic feature or place pursuant to paragraph (e) and submit the report to the Director of the Legislative Counsel Bureau for transmittal to the Legislature or, if the Legislature is not in session, to the Legislative Commission.</p>
AB96	<p>Description: Creates the Emergency Response Employees Mental Health Commission. (BDR 40-96)</p> <p>Sponsor: Cohen</p> <p>Staff Note: creates a new commission – possible new records schedule.</p>
AB104	<p>Description: Revises provisions relating to wrongful convictions. (BDR 3-586)</p> <p>Sponsor: Yeager</p>

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	Staff Note: records related to a wrongful conviction must be sealed and remain confidential.
AB106	<p>Description: Makes an appropriation to the Office of Economic Development for the provision of grants to certain entities impacted by the COVID-19 pandemic. (BDR S-899)</p> <p>Sponsor: Committee on Ways and Means</p> <p>Staff Note: the Office of Economic Development shall prepare and transmit a report to the Interim Finance Committee on or before June 30, 2021, that describes each expenditure made from the money appropriated by subsection1. COVID-19 Related.</p>
AB108	<p>Description: Creates the Nevada Office of the Inspector General. (BDR 18-64)</p> <p>Sponsor: Brittney Miller</p> <p>Staff Note: creation of new office - new retention schedule. Audit every 3 years.</p>
AB109	<p>Description: Revises provisions relating to charter schools. (BDR 34-529)</p> <p>Sponsor: Committee on Education</p> <p>Staff Note: Charter School Authority: removes teacher performance reporting.</p>
AB116	<p>Description: Revises provisions relating to traffic offenses. (BDR 43-491)</p> <p>Sponsor: Assemblymen Nguyen, Yeager, Frierson, Torres, Monroe-Moreno, Anderson, Benitez-Thompson, Bilbray-Axelrod, Brown-May, Carlton, Cohen, Considine, Duran, Flores, González, Gorelow, Jauregui, Krasner, Martinez, Marzola, Brittney Miller, Cameron Miller, Orentlicher, Peters, Summers-Armstrong, Thomas and Watts; Senators Cannizzaro, Scheible and Brooks</p> <p>Staff Note: NHP/DPS – traffic violation records.</p>
AB127	<p>Description: Revises provisions relating to the confidentiality of certain personal information of peace officers and retired peace officers. (BDR 20-662)</p> <p>Sponsor: Assemblymen Dickman, O'Neill, Wheeler, Roberts, Titus, Ellison, Hafen, Hansen, Kasama, Krasner, Leavitt, Matthews, McArthur and Tolles; Senators Buck, Goicoechea and Hammond</p> <p>Staff Note: NHP/DPS - expands confidentiality information to current and retired peace officers - possible records change.</p>
AB129	<p>Description: Revises provisions governing campaign finance. (BDR 24-508)</p> <p>Sponsor: Roberts</p> <p>Staff Note: possible changes to SoS campaign finance reports.</p>
AB137	<p>Description: Revises provisions relating to elections. (BDR 24-649)</p> <p>Sponsor: Ellison, Wheeler and Dickman</p> <p>Staff Note: requires retention of filing documents with the DMV.</p>

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AB142	<p>Description: Enacts the Nurse Licensure Compact. (BDR 54-644)</p> <p>Sponsor: Assemblymen O'Neill, Titus, Dickman, Tolles, Hafen, Hansen, Hardy, Kasama, Krasner, Leavitt, Matthews, McArthur and Wheeler; Senators Hardy and Kieckhefer</p> <p>Staff Note: creates new initiative that may result in new records.</p>
AB444*	<p>Description: Creates the Legislative Committee on Tax Expenditures and Incentives for Economic Development. (BDR 17-767)</p> <p>Sponsor: Committee on Taxation</p> <p>Staff Note: creates a new committee – possible new records.</p>
Senate Bills	
SB9	<p>Description: Creates an exemption from licensing requirements for investment advisers to certain private funds. (BDR 7-423)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: new addition possibly creates a new report to satisfy 17 C.F.R. § 275.204-4.</p>
SB19	<p>Description: Establishes provisions authorizing certain entities to obtain information relating to the records of criminal history of certain persons responsible for the safety and well-being of children, elderly persons or persons with disabilities. (BDR 14-336)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: written notifications regarding criminal history - possible new record.</p>
SB24	<p>Description: Revises provisions relating to workforce development. (BDR 18-289)</p> <p>Sponsor: Committee on Revenue and Economic Development</p> <p>Staff Note: NRS 231.1513 performance report – possible new record.</p>
SB26	<p>Description: Revises provisions relating to the protection of personally identifiable information from release. (BDR 52-332)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: PII related.</p>
SB27	<p>Description: Revises various provisions relating to education. (BDR 34-326)</p> <p>Sponsor: Committee on Education</p> <p>Staff Note: allows the superintendent to subpoena records – possible new investigation RDA.</p>
SB38	<p>Description: Establishes provisions governing the retention of pro bono legal assistance by the Office of the Attorney General. (BDR 18-409)</p> <p>Sponsor: Committee on Government Affairs</p>

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	Staff Note: sec.9.1. A retained attorney or law firm shall, from the beginning of the term of the pro bono contract until a date not less than 4 years after the date on which the contract expires or is terminated, prepare and maintain contemporaneous records reflecting the work performed on the matter by the retained attorney or law firm, including, without limitation, any work performed by a paralegal. The records must specifically describe the work performed, identify the person who performed the work and set forth the time spent in connection with the work, in increments of not more than one-tenth of an hour. The records described in subsection 1 are public records and must be open for inspection pursuant to NRS 239.010.
<u>SB40</u>	<p>Description: Provides for the collection of certain data relating to health care. (BDR 40-415)</p> <p>Sponsor: Committee on Health and Human Services</p> <p>Staff Note: extensive new content, possible records changes.</p>
<u>SB42</u>	<p>Description: Revises provisions relating to certain court rules and decisions. (BDR 1-389)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: authorizes the Supreme Court to keep records held by the LCB.</p>
<u>SB44</u>	<p>Description: Revises provisions governing behavioral health professionals. (BDR 54-428)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: increases or Newly Provides for Term of Imprisonment in a Detention Facility – possible records changes.</p>
<u>SB45</u>	<p>Description: Revises provisions relating to crimes. (BDR 18-421)</p> <p>Sponsor: Committee on Government Affairs</p> <p>Staff Note: changes to reporting but does not appear to effect records retention.</p>
<u>SB51</u>	<p>Description: Revises provisions relating to sex- or gender-based harassment in the Executive Department of the State Government. (BDR 23-243)</p> <p>Sponsor: Committee on Legislative Operations and Elections</p> <p>Staff Note: possible retention of a new investigation report. Extensive new content regarding reporting and reports.</p>
<u>SB61</u>	<p>Description: Revises provisions governing the program for the operation of vending facilities by licensees who are blind. (BDR 38-320)</p> <p>Sponsor: Committee on Health and Human Services</p> <p>Staff Note: creates a new report to be submitted to a licensee.</p>
<u>SB63</u>	<p>Description: Revises provisions relating to hemp. (BDR 49-264)</p> <p>Sponsor: Committee on Natural Resources</p> <p>Staff Note: When the Department has obtained the results of the testing required by subsection 3, the Department shall issue to the grower or producer of the crop a report of the</p>

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	results of the testing which must include, without limitation, the THC concentration of the crop.
<u>SB66</u>	<p>Description: Creates the Nevada K-16 Connectivity and Innovation Advisory Commission. (BDR 34-430)</p> <p>Sponsor: Committee on Education</p> <p>Staff Note: new commission-possible new records.</p>
<u>SB67</u>	<p>Description: Revises provisions relating to public works. (BDR 28-400)</p> <p>Sponsor: Committee on Government Affairs</p> <p>Staff Note: creation of a new contract report.</p>
<u>SB69</u>	<p>Description: Revises provisions relating to behavioral health. (BDR 39-431)</p> <p>Sponsor: Committee on Health and Human Services</p> <p>Staff Note: possible new report.</p>
<u>SB70</u>	<p>Description: Revises provisions governing mental health. (BDR 39-418)</p> <p>Sponsor: Committee on Health and Human Services</p> <p>Staff Note: possible new records/reporting.</p>
<u>SB71</u>	<p>Description: Revises provisions governing unclaimed property. (BDR 10-398)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: discusses digital currency – possible records related ramifications.</p>
<u>SB75</u>	<p>Description: Revises provisions relating to unemployment compensation. (BDR 53-349)</p> <p>Sponsor: Committee on Commerce and Labor</p> <p>Staff Note: removes a records requirement.</p>
<u>SB77</u>	<p>Description: Revises provisions relating to public bodies. (BDR 19-466)</p> <p>Sponsor: Committee on Government Affairs</p> <p>Staff Note: possible effects to open meeting law.</p>
<u>SB85</u>	<p>Description: Revises provisions relating to elections. (BDR 24-615)</p> <p>Sponsor: Hardy</p> <p>Staff Note: possible new record type "write-in candidacy" and candidate information being retained.</p>
<u>SB87</u>	Description: Revises provisions relating to certain state property. (BDR 33-487)

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	<p>Sponsor: Denis and Goicoechea</p> <p>Staff Note: may affect the retention or transfer of records to the Archives if the museum is transferred outside the control of a State agency.</p>
SB90	<p>Description: Revises provisions relating to the regulation of providers of health care. (BDR 54-188)</p> <p>Sponsor: Hardy</p> <p>Staff Note: new verbiage possibly related to records - Notwithstanding any other provision of law, if a health care licensing authority investigates a complaint against a licensee or other information received by the health care licensing authority concerning a licensee and determines that there are no reasonable grounds to believe that the licensee has committed a violation, the health care licensing authority must refer to the investigation as a review and evaluation in all records maintained by the health care licensing authority.</p>
SB100	<p>Description: Enacts provisions governing the interstate practice of physical therapy. (BDR 54-153)</p> <p>Sponsor: Seevers Gansert</p> <p>Staff Note: Physical Therapy Commission - multi state licensee compact - possible new records.</p>
SB107	<p>Description: Makes various changes relating to the statute of limitations for certain causes of action. (BDR 2-872)</p> <p>Sponsor: Ohrenschall</p> <p>Staff Note: NRS 11.190 changes to statute of limitations - possible retention affects as NRS 11.190 is used often as an authorized retention benchmark.</p>
SB108	<p>Description: Establishes provisions relating to the administration of justice. (BDR 14-549)</p> <p>Sponsor: Committee on Judiciary</p> <p>Staff Note: may require the documentation of training, creating a new record unless otherwise covered by current retention schedules.</p>
SB109	<p>Description: Revises provisions relating to the collection of certain information by governmental agencies. (BDR 19-95)</p> <p>Sponsor: Spearman</p> <p>Staff Note: creation of a Statewide new report on sexual orientation and gender identity.</p>
SB110	<p>Description: Revises provisions relating to businesses engaged in the development of emerging technologies. (BDR 18-447)</p> <p>Sponsor: Spearman</p>

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	Staff Note: creates the Emerging Technologies Task Force within the Department of Business and Industry.
<u>SB115</u>	<p>Description: Revises provisions relating to the confidentiality of certain personal information of certain persons. (BDR 20-605)</p> <p>Sponsor: Spearman</p> <p>Staff Note: affects confidentiality of certain records related to State legislators.</p>
<u>SB116</u>	<p>Description: Revises provisions relating to mental health. (BDR 39-12)</p> <p>Sponsor: Spearman</p> <p>Staff Note: creates new reporting related to mental health in distance learning to be submitted to LCB and the Governor.</p>
<u>SB117</u>	<p>Description: Revises provisions relating to economic development. (BDR 18-600)</p> <p>Sponsor: Senators Seevers Gansert, Buck, Denis, Hammond, Hansen, Hardy, Kieckhefer, Neal, Pickard and Settlemeyer; Assemblymen Tolles, Benitez-Thompson and Roberts</p> <p>Staff Note: requiring the State Plan for Economic Development be updated at least once every 3 years; requiring each regional development authority to present certain information to the Executive Director of the Office of Economic Development at least every 2 years; directing the Legislative Commission to appoint a committee to conduct an interim study concerning existing abatements, tax exemptions and other incentives for economic development in this State.</p>
<u>SB122</u>	<p>Description: Requires certain health and safety training for employees of cannabis establishments. (BDR 53-663)</p> <p>Sponsor: Brooks and Spearman</p> <p>Staff Note: possibly creates a new report related to cannabis establishing employee training.</p>
<u>SB125</u>	<p>Description: Revises provisions related to falconry. (BDR 45-158)</p> <p>Sponsor: Settlemeyer</p> <p>Staff Note: requires a falconry license - possible new record.</p>
<u>SB128</u>	<p>Description: Directs the State Treasurer to conduct a study concerning publicly funded scholarship and grant programs in this State. (BDR S-535)</p> <p>Sponsor: Senators Denis, Kieckhefer, Donate and Dondero Loop; Assemblymen Bilbray-Axelrod, Flores, González, Martinez, Marzola and Torres</p> <p>Staff Note: creates a new report from the Treasurer regarding State grants and scholarship programs (Archives?).</p>
<u>SJR2</u>	Description: Proposes to amend the Nevada Constitution to revise the membership of the Commission on Judicial Selection. (BDR C-83)

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Sponsor: Senators Pickard, Hardy, Buck, Seevers Gansert, Settelmeyer, Hammond and Kieckhefer; Assemblymen Roberts and Tolles

Staff Note: an application for appointment to fill a vacancy in the Supreme Court or court of appeals or among the district judges submitted to the permanent Commission or a temporary commission, and all information contained therein, is confidential and does not constitute a public record.